

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
August 9, 2012**

IM 5147

TO: County Social Service Directors
Economic Assistance Policy Regional Representatives
Economic Assistance Policy Quality Control Reviewers

FROM: Carol Cartledge, Director, Economic Assistance Policy
Maggie Anderson, Director, Medical Services

SUBJECT: Releasing Information – Child Protective Service Alerts

PROGRAMS: TANF, SNAP, LIHEAP, CCAP, Medicaid and Healthy Steps,
BCAP

EFFECTIVE: Immediately

RETENTION: Until Manualized

**SECTIONS
AFFECTED:** 448-01-25-10-10-05, Child Care Assistance Program
448-01-25-10-10-15, Energy Assistance (LIHEAP)
448-01-25-10-10-20, Health Care Coverage (Medicaid and
Healthy Steps) and Basic Care Assistance Program
448-01-25-10-10-25, Supplemental Nutrition Assistance
Program
448-01-25-10-10-30, Temporary Assistance for Needy
Families (TANF)

'Protective Service Alerts' from the North Dakota Department of Human Services, Children and Family Services (CFS) Division and other States are being sent to all county staff. These alerts request information of the family's whereabouts.

When Eligibility staff receive these e-mails, while it does not fall under 'administration of the programs' and thus specific information cannot be released, it is allowable to disclose the county and state the individual is residing and the county social service office that may be contacted for child

protective service information, to the requestor as well as to their own county child protective service unit. Any additional information, including 'How Eligibility staff knows this information' or 'The family has applied or is receiving services' may not be disclosed.

If you have any questions, please contact your Regional Representative.